

Procedure/Documentation Requirements (PDRs) Template for Radiation-Generating Device (RGD) Operation

Department/Division:

Location: Bldg.:

Program/Facility:

Room no.:

RGD Manufacturer:

RGD Model:

Serial no.:

Responsible Person:

Department/Division Custodian :

Experimental Safety Review (ESR) (reference – may or may not include SOP, depending on departmental protocols):

Standard Operating Procedure (SOP) (reference – or, may be incorporated directly into the Procedure/Documentation Requirements. It must include the following, as a minimum):

Device/Equipment Description:

Manufacturer

Model

Serial number

Operating Requirements:

Shielding

Periodic maintenance

Operating Protocols:

Alignment

Calibration

Include personnel and equipment safety requirements as they occur during operations: special dosimetry during alignment, precautions for non-routine operation, resurvey after shielding modification, etc.

Safety requirements:

Periodic Interlock check protocols and frequency

Periodic and non-routine radiological surveys requirements

Personnel Dosimetry

Maintaining exposures ALARA

Emergency Conditions and responses:

Refer to Building/Facility Emergency Plan requirements

Contact identification: Facility Rep., Dept. ES&H Coordinator, Emergency Management, etc.

Types of Off/Normal and Emergency situations

Power interruption, excursion

Instrument failure

Safety device failure

Alarm Response (RGD or local facility)

Documentation:

Instrument Manufacturer's Documentation: (Operators' manuals reference, Manufacturer's schematics reference)

Record keeping – including operation and maintenance log, interlock checks, operator(s)' signatures, dates.

Attached list of trained, qualified operators.

Training records

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Standard Operating Procedure (SOP) (continued):

Training Requirements:

- Department/Division specific training
- Instrument/installation specific training
- RGD safety training

Attached list of trained, qualified operators.

Signatures: Department/Division RGD Custodian (Review)
Master RGD Custodian (Review)
Facility Support Services (Review)
Department/Division ESH/ERC (Approval)